



# Community Development Application

100 Parkers Mill | Oswego, IL 60543

Project Name	<input type="text"/>	Date	<input type="text"/>	
Applicant*	<input type="text"/>	Phone Number	<input type="text"/>	
Address	<input type="text"/>		Fax Number	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	
	Zip Code	<input type="text"/>	Email	<input type="text"/>

\*Applicant is the person or company listed on all ordinances to be recorded with the Village of Oswego and Kendall County.

## PROJECT INFORMATION

Requested Action	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PIN	<input type="text"/>	Acres/Lots	<input type="text"/>	
Project description, address, & location	<input type="text"/>			

**Contact**  **Please select a principal contact person.** They will work with Community Development throughout the process and receive all correspondence.

### Property Owner

Name	<input type="text"/>	Phone Number	<input type="text"/>	
Address	<input type="text"/>		Fax Number	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	
	Zip Code	<input type="text"/>	Email	<input type="text"/>

### Attorney

Name	<input type="text"/>	Phone Number	<input type="text"/>	
Address	<input type="text"/>		Fax Number	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	
	Zip Code	<input type="text"/>	Email	<input type="text"/>

### Developer

Name	<input type="text"/>	Phone Number	<input type="text"/>	
Address	<input type="text"/>		Fax Number	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	
	Zip Code	<input type="text"/>	Email	<input type="text"/>

### Engineer

Name	<input type="text"/>	Phone Number	<input type="text"/>	
Address	<input type="text"/>		Fax Number	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	
	Zip Code	<input type="text"/>	Email	<input type="text"/>

### Other

Name	<input type="text"/>	Phone Number	<input type="text"/>	
Address	<input type="text"/>		Fax Number	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	
	Zip Code	<input type="text"/>	Email	<input type="text"/>

**All applications are due one (1) month prior to Plan Commission meetings,** which are held on the first Thursday after the first Monday of every month. See attachments for all publishing information, packet materials, and forms to be completed. Applications are not considered complete until all required fees and plans are submitted.

# FEES

## Filing Fees and Review Fees are to be separate checks written to the Village of Oswego

**FILING FEES** - The filing fees noted are an application fee to cover the Village's administrative costs to process and review the specific requests. This fee is nonrefundable.

**REVIEW FEES** - The review fees listed are deposited in a non-interest bearing account held by the Village. The review fees account will be drawn upon as expenses are incurred by the Village and their consultants during the plan review process. In the event that the review fees account is depleted and additional expenses are incurred, the applicant will be billed accordingly for those amounts\*. If the review fees account has a balance after all reviews and billing is completed, the balance will be refunded to the applicant.

\*Engineering fees are included as a part of the review fee.

- CONCEPT PLAN REVIEW**  
Filing Fee: \$100+ \$5/Acre  
Review Fee: \$1500+ \$100/Acre  
Total Filing Fee to be paid   
Total Review Fee to be paid
- SITE PLAN REVIEW FOR COMMERCIAL & INDUSTRIAL**  
Filing Fee: \$750  
Review Fee: Billed according to staff review time  
Total Filing Fee to be paid
- VARIATIONS (PUBLIC HEARING)**  
Filing Fee: \$150  
Review Fee: Billed according to staff review time  
Total Filing Fee to be paid
- REZONING (PUBLIC HEARING)**  
Filing Fee: \$200 (up to 2 Acres)+ \$200/Acre in excess of 2 Acres  
Maximum fee of \$1,000  
Review Fee: Billed according to staff review time  
Total Filing Fee to be paid
- ANNEXATION (PUBLIC HEARING)**  
Filing Fee: \$200 (up to 2 Acres)+ \$200/Acre in excess of 2 Acres  
Maximum fee of \$1,000  
Review Fee: Billed according to staff review time  
Total Filing Fee to be paid
- SPECIAL USE PERMIT (PUBLIC HEARING)**  
Filing Fee: \$200 (up to 2 Acres)+ \$200/Acre in excess of 2 Acres  
Maximum fee of \$1,000  
Review Fee: Billed according to staff time  
Total Filing Fee to be paid
- APPEALS HEARING (PUBLIC HEARING)**  
\$150 per hearing  
Total Filing Fee to be paid
- PRELIMINARY PUD AND PLAT (PUBLIC HEARING)**  
Filing Fee: \$100+ \$5/Lot  
Review Fee: \$1500+ \$100/Acre  
Total Filing Fee to be paid   
Total Review Fee to be paid
- FINAL PUD AND PLAT**  
Filing Fee: \$100+ \$5/Lot  
Review Fee: \$1500+ \$100/Acre  
Total Filing Fee to be paid   
Total Review Fee to be paid
- MAJOR AMENDMENT TO PRELIM. OR FINAL PUD/PLAT (PUBLIC HEARING)**  
Filing Fee: \$100+ \$5/Lot  
Review Fee: \$1500+ \$100/Acre  
Total Filing Fee to be paid   
Total Review Fee to be paid
- MINOR AMENDMENT TO PRELIM. OR FINAL PUD/PLAT**  
Filing Fee: \$100+ \$5/Lot  
Review Fee: \$500+ \$50/Acre  
Total Filing Fee to be paid   
Total Review Fee to be paid

# Concept Plan

## Submittal Requirements

### Please submit one copy of the following information:

- 1. Fees.
- 2. Completed Application.

### Please submit eight (24x36) copies and one (11x17) copy of the following :

- 3. Conceptual Site Plan for Commercial/Industrial. Please show existing structures/grades within 100 feet including easements and building/parking setback lines, streets, and dedications. Also, include the parcel size, amount of parking spaces required and provided, floor area ratio, and percentage of pervious/impervious surfaces in a table.
- Conceptual Site Plan/Plat for Residential. Please show existing structures/grades within 100 feet. Include the lot sizes, number of lots, right-of-way dedications, total area, total open space, number of dwelling units, total density, easements, streets, dedications and setback lines.
- 4. Conceptual Architectural Elevations including all sides of buildings and floor plan for commercial/industrial plans.
- 5. Plat of Survey. The plat must be less than one year old, include a legal description, and be certified by a surveyor. For publication purposes, a disk copy of the legal descriptions must be provided accessible with Microsoft Word.
- 6. Conceptual Landscape Plan.
- 7. Conceptual Lighting Plan.
- 8. Conceptual Signage and/or Street and Traffic Identifier Plan.